

**MEETING OF THE PLUMAS COUNTY TRANSPORTATION COMMISSION**  
**1834 E. Main St., Quincy – COUNTY OF PLUMAS – Tel. 283-6268**

**MINUTES**

**February 27, 2023**

Meeting of the Plumas County Transportation Commission (PCTC) is called to order by Chair Susan Scarlett with roll call at 1:30 PM in the Conference Room of the Plumas County Public Works Department.

**1A. Roll Call**

Roll call is conducted by Jim Graham, Executive Director

Commissioners in attendance are Susan Scarlett, Greg Hagwood, Bill Powers, Stan Peiler, Kevin Goss and Tom McGowan.

Staff Attendees: Jim Graham, Executive Director

Others in attendance: Kelly McElwain, Plumas Transit Systems; Shauna Everton, Plumas Transit Systems Manager; John Maxwell, Caltrans District 2

**1B. Public Forum – Public**

There is no comment from the public.

**1C. Public Forum – Commissioners and Staff**

There is no comment from the commissioners or staff.

**2. Consideration of draft minutes for PCTC Meeting conducted on January 23, 2023**

Motion is made by Commissioner Goss, seconded by Commissioner Powers, to adopt the minutes of January 23, 2023. Motion passes 4-0.

**3. Update on the submittal of Final FY 2020/2021 and FY 2021/2022 PCTC and Transit Operators Financial Audits by Vasquez & Co.**

Jim Graham reports that the 20/21 Audits have been completed and submitted to the State Controller's Office. PCTC staff is waiting on requested documentation from the County Auditor to necessary to complete the 21/22 Audits. Commissioner Hagwood indicates that the County's audit may not be completed till June.

**4. PCTC Midyear budget summary**

Jim Graham reports that LTF revenues are coming in at about \$200,000 over the budgeted estimate. In addition, PCTC received unanticipated funds from the American Rescue Plan Act (ARPA) in support of transit operations. These funds total approximately \$482,000. Some STA funds have been withheld pending the submittal of the 20/21 Audit. Year-to-date expenditures are tracking as expected. Commissioner Hagwood asks if the ARPA funds can be used for anything other than transit. Graham reports that these funds can only be used for transit operations.

**5. Adoption of Resolution 23-06 approving a change in the programming year for the construction phase of the Graeagle-Johnsville Road Reconstruction Project due to delays incurred during the Environmental and Permits (E&P) phase and the Plans, Specifications, and Estimate (PS&E) phase.**

Jim Graham explains this project action move out construction of this project by one year. Motion is made by Commissioner Goss, seconded by Commissioner powers, to adopt Resolution 23-06. Motion passes 6-0.

**6. Authorize Executive Director to execute Amendment No. 1 to the Professional Services Agreement with GHD Consultants for the State Route 36 Complete Streets & Context Sensitive Streetscape Plan to expand public outreach to include the local schools. The compensation for this additional outreach is \$11,701.**

Jim Graham explains that additional outreach funds are available to include an outreach effort to local schools. Commissioner McGowan concurs with the additional outreach and indicates that more outreach is necessary. Motion is made by Commissioner Goss, seconded by Commissioner Peiler, to authorize the Executive Director to execute Amendment No. 1 to the Professional Services Agreement with GHD Consultants. Motion passes 6-0.

**7. Update on the RFQs for 1) Preparation of the 2025 Regional Transportation Plan and 2) On-call Transportation Services**

Jim Graham reports two submittals were received for preparation of the 2025 Regional Transportation Plan and four submittal were received for On-call Transportation Services. Staff will review these submittals towards the end of next week and inform the commission of the selections at the March 20<sup>th</sup> PCTC Meeting.

**8. Update on the Status of the PCTC Policy and Procedure Manual**

Jim Graham reports that staff is in the process of reviewing the Administrative Draft of the Policy and Procedure Manual and that a draft copy will be available to the Commission at the March 20<sup>th</sup> PCTC Meeting.

**9. Update on the 2023 PCTC Title VI Plan**

Jim Graham reports that he is in the process of preparing the 2023 PCTC Title VI Plan. The plan will be available to the Commission at the March 27<sup>th</sup> PCTC Meeting.

**10. Transit Operation Update**

**a) Plumas Transit Systems Operation Update and FY 22/23 1<sup>st</sup> Quarter Report**

Shauna Everton reports that the North County and East County Routes were cancelled due to snow and that they are still in need of drivers.

**b) Seniors Transportation Update**

John Rix is not present.

**11. Update on the Status of the 2023 Short Range Transit Plan**

Jim Graham reports that staff is in the process of reviewing the Administrative Draft Short Range Transit Plan (SRTP). A draft SRTP will then be submitted to the Social Services Transportation Advisory Council for their review and comment. The SRTP, with SSTAC recommendations, will then be presented to the PCTC.

**12. Update on the LCTC/PCTC ZEV Feasibility Study**

Jim Graham reports that the Lassen County Transportation Commission and the Plumas County Transportation Commission have selected a consultant to conduct the LCTC/PCTC Zero Emission Vehicle Transit Feasibility Plan. Graham indicates that he will keep the Commission apprised of important developments and findings associated with this plan.

**12. Confirm scheduling of the next PCTC meeting for Monday, March 20, 2023, at 1:30 PM.**

The next meeting is confirmed for March 20, 2023, at 1:30 PM

**13. The meeting adjourns at 2:05 PM.**